

Georgia Historic Preservation Division Environmental Review Form



At a minimum, the Historic Preservation Division (HPD), Georgia State Historic Preservation Office (SHPO), may require the following information in order to review projects in accordance with applicable federal or state laws (Section 106 of the National Historic Preservation Act or the Georgia Environmental Policy Act, etc). Please note that responsibility for preparing documentation, including the identification of historic resources and the assessment of potential effects resulting from an undertaking, rests with the federal or state agency or its designated applicant. If insufficient information is provided, we may request additional materials. The role of the SHPO is to review, comment, and consult with federal/state agencies, applicants, and consultants. *Please note that the US Corps of Engineers (USACE) does not delegate compliance to their applicants and all information prepared for permits through this agency should be coordinated directly with USACE. Also, if you are submitting a cell tower project do not use this form. Please submit all cellular projects on either the Form 620 or 621.*

I. General Information

A. **Project Name:** _____

Project Address: _____

City: _____ County: _____

Project Number: _____ PI Number (if applicable): _____

U. S. Congressional District - see http://www.census.gov/geo/www/cd108th/GA/plc_c8_13.pdf : _____

B. **Federal Agency:** _____

State Agency (if applicable): _____

C. Agency's Involvement:

- | | |
|--|---|
| <input type="checkbox"/> Funding | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> License/Permit | <input type="checkbox"/> Other, please explain: _____ |
| <input type="checkbox"/> Direct/Is performing the action | |

D. Project Type:

- | | |
|--|---|
| <input type="checkbox"/> Road/Highway Construction or Improvements | <input type="checkbox"/> Relicensing |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Utilities/Infrastructure |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Addition to Existing Building/Structure | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Construction | |

E. Level of Review:

- ☐ Section 106 of the National Historic Preservation Act (Federal)
- ☐ Section 110 of the National Historic Preservation Act
- ☐ Georgia Environmental Policy Act (GEPA)
- ☐ State Agency Historic Property Stewardship Program (State Stewardship)
- ☐ Technical Assistance
- ☐ Unknown

F. **Project Description and Plans** (Please include details as to what will be constructed, what will be altered and how and what will be demolished, as applicable. Attach additional pages if necessary):

G. Contact Information:

€ Applicant

€ Consultant

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Agency Contact Info (either State or Federal, according to review type):

Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

H. Attach a **map** indicating the precise location of the project, preferably a clear color copy of a USGS topographic quadrangle map (7.5 minute). For projects in urban areas, please also include a city map that shows more detail. For additional help and information you may want to refer to the following websites: <http://www.topozone.com/>, <http://terraserwer.microsoft.com/>, <http://topomaps.usgs.gov>¹.

I. Has this identical project or a related project been previously submitted for review? YES ____ NO ____ If yes, please enclose a copy of the State Historic Preservation Officer's comments.

II. Information Defining the Area of Potential Effect (APE)

A. The APE varies with project types, and can be direct or indirect (**physical or visual**). The APE is defined as "the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist." Factors considered when determining the APE include topography, vegetation, existing development, orientation of an existing resource to the project, physical siting of a resource, and existing and planned future development. For example:

1. Rehabilitation, renovation, and/or demolition of an historic building or structure, or new construction: the APE might include the building itself and the adjacent setting.
2. Streetscapes: the APE might include the viewshed from the street.
3. Pedestrian/bicycle facilities: the APE might extend the length of the corridor and for some distance on both sides of the corridor.
4. Underground utilities: the APE would usually be limited to the area of ground disturbance.

Based on this information, **describe the Area of Potential Effect** for your project:

B. **Attach a map or site plan and project plans (as applicable)**, which indicate the boundaries of the APE and provide information about project scope of work (this may be the same map used above to show project location), please see the examples on our website.

¹ Please note, this is not a complete list of websites with topographic map information. These websites are not controlled by HPD and HPD bears no responsibility for their content.

C. **Provide high-resolution color photographs**, which illustrate the project area and the entire APE as defined above. Photography should document not only the project area, but also any adjacent properties that are within the APE. If the APE includes buildings or structures, please include clear views of each. All photography should be keyed to a site map and project plans (as applicable), please see our examples. Photographs should be individually numbered, and corresponding numbers should be placed on the map or site plan, showing location and direction of view. Should your project entail the alteration of existing historic structures, please provide photographs of existing conditions of sites, buildings and interior areas to be impacted.

III. Site Information

A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES _____ NO _____ DO NOT KNOW _____

If yes, provide the title of the report, author, date and principal investigator:

B. Attach any available information concerning known or suspected archaeological resources in the area of potential effect. (Note: Research at the Georgia Archaeological Site File in Athens may only be undertaken by a qualified archaeologist or site file staff. For questions, please call 706-542-8737.) **Please note that as part of the review process, HPD may request an archaeological survey.**

C. In the past has this property been used for:

- | | | |
|----------------------|-----------|----------|
| 1. Farming | YES _____ | NO _____ |
| 2. Pasture | YES _____ | NO _____ |
| 3. Mining | YES _____ | NO _____ |
| 4. Timbering | YES _____ | NO _____ |
| 5. Road construction | YES _____ | NO _____ |
| 6. Housing | YES _____ | NO _____ |
| 7. Landfill | YES _____ | NO _____ |
| 8. Commercial | YES _____ | NO _____ |
| 9. Industrial | YES _____ | NO _____ |
| 10. Other (explain): | | |

D. Describe what is on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.) : _____

E. Does the project include any land disturbing activities? (haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction etc.) YES _____ NO _____ If yes, please describe the nature of the work and the approximate three dimensional extent of work:

F. If not provided in response to previous sections, please include a project specific map and/or preliminary site plan that fully describe the project boundaries and areas of land disturbing work. Note in detail all changes and additions proposed to be made to the existing site.

IV. Building and Structure Information

A. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic district?

YES _____ NO _____ DO NOT KNOW _____ If yes, please provide the name of the district:

B. Within the project APE, are there any other buildings or structures that are 50 years old or older? YES _____ NO _____ If yes, provide numbered photographs of each that have been keyed to a site map.

C. Are any of the buildings or structures identified above listed or eligible for listing in the NRHP? YES _____ NO _____ DO NOT KNOW _____ If yes, please identify the properties (by name or photo #).

D. Does the project involve the rehabilitation, renovation, relocation, demolition or addition to any building or structure that is 50 years old or older?

YES ____ NO ____ If yes, please provide the information requested in E below.

E. Complete a Georgia Historic Resources form for EACH building or structure that is 50 years of age or older. Only the circled fields are required, but please fill out any additional fields if known.

1. It is not necessary to provide the roll and frame number for photographs (as indicated on #26 of form). It is necessary to key each photo to a site map. Photographs should be legible-size high-quality color digital pictures or 35 mm prints; Polaroid's are unacceptable. Photos should show clear views of each main elevation (front), and views of the setting.
2. Please refer to the HPD survey manual if additional help is needed in completing the Georgia Historic Resources form.

(Note: Background research for previously identified properties within an APE may be undertaken at HPD, including the National Register of Historic Places files, county architectural surveys, and identified sites files. To make a research appointment, please call 404-651-5911. Some information may also be available on the web.)

V. Additional Information for Effects Determination

An effect occurs when an action alters the characteristics of a property that may qualify it for the National Register or alters the features of a property's location, setting or use that contribute to its significance. How is the project going to affect any of the properties identified in the previous section?

A. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties?

YES ____ NO ____ If yes, please explain: _____

B. Will the project change the view from or the view of any of these properties?

YES ____ NO ____ If yes, please explain: _____

C. Will the project introduce any audible or atmospheric elements to the setting of any of these historic properties?

YES ____ NO ____ If yes, please explain: _____

D. Will the project result in the transfer, lease or sale of any of these historic properties?

YES ____ NO ____ If yes, please explain: _____

Please note: HPD's ability to complete a timely project review largely depends on the quality of the material submitted. For complex projects, some applicants may find it advantageous to hire a historic preservation professional with expertise in history, architectural history and/or archaeology.

Project submissions will not be accepted via facsimile or e-mail. There is a 30-day review and comment period. For questions regarding this form or the review process, please contact HPD's Environmental Review Specialist at 404-651-6546.

When completed, please send this form along with the supporting material to:

**Dr. W. Ray Luce, Division Director,
Deputy State Historic Preservation Officer
Historic Preservation Division
Attention: Environmental Review
34 Peachtree Street, NW, Suite 1600
Atlanta, Georgia 30303-2316**